

Payment Delay Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of a delay in the processing of your payment due to the remote location of our office. We understand the importance of timely payments and are taking every measure to resolve this issue as quickly as possible.

We anticipate that your payment will be processed by [Insert Estimated Date]. We appreciate your patience and understanding in this matter.

Please feel free to reach out to us at [Your Contact Information] should you have any questions or require further assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]